



## Sheriff Deputy

**Department:** Sheriff

**Class Code:** 2611

**EEO Code:** 24

**FLSA:** N

**Effective:** 01/10/2000

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in maintaining security and control in the courts and/or jail; transports, escorts inmates; serves civil process; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Observes, checks, monitors and controls the movement of all individuals entering the courthouse to ensure the security and safety of all court personnel, judges, clerks, attorneys, witnesses, plaintiffs, defendants, and general public; maintains security and order in the courtrooms overseeing courtroom case load and trial proceedings; monitors and controls inmate movement within the courthouse; escorts and transports inmates intrastate; serves emergency removal orders; Serves all civil processes issued by the courts, other judicial officials, attorneys in Virginia and those received from out of state in keeping with Virginia law and department policy; participates in Community outreach programs; Receives, searches, processes, monitors and controls all inmates committed to the County jail to maintain order, ensures the security and safety of all jail personnel, officers, visitors and inmates and prevents disturbances and escapes; inspects security devices; searches inmates and cells for contraband; employs force if necessary to maintain order among inmates; escorts and transports inmates within and without the jail; guards and directs inmates during work assignments; supervises inmate activities e. g. showers, recreation, meals, receipt of mail, court attendance etc.; supervises the visitation program; prepares written reports; processes the release of inmates; enforces State law and County ordinances and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of modern methods and practices of jail/courts operations; of civil service process; of applicable federal, state, and local laws and ordinances; of CPR and first aid; of departmental rules and regulations; of effective methods of supervision. Working skill in acting quickly and calmly in emergency situations and in determining proper courses of action; Effective oral and written communication skills.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school graduate or completion of GED; 21 years of age; able to pass background investigation. Must possess valid Virginia motor vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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